

**Bright from the Start:**  
**Georgia Department of Early Care and**  
**Learning**

**Provider PANDA User Management**

*Revised 7/10/2009*

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## Managing PANDA User Accounts

### PANDA Provider User Roles

Each PANDA user is assigned a user role. User roles control the data that users can view and the tasks that users can perform. Users can also be assigned multiple roles, but this should be done with caution.

There are four provider user roles:

- Each provider is initially assigned one account with the **Provider Management** (ProviderMgmt) role. This user is the main person associated with your company and its sites. This person can log into PANDA and perform all tasks that providers are authorized to perform.
- The user assigned the **Provider Management** (ProviderMgmt) role can set up PANDA accounts for provider employees to allow them to perform limited tasks. Users assigned the **Provider Application Maintenance** (ProvAppMtn) role can enter application data and view the status of the provider's application. They cannot add other users or edit your Company Profile. Users assigned the **Provider Roster** (ProvRoster) role can enter roster data. Users assigned the **Provider Finance** (ProvFinance) role can view and print payment advices, as well as complete and submit reconciliation reports.

### Adding New Provider-Level Users

Providers can set up additional users. These users will be able to work with your company data in the **ProviderMgmt**, **ProvAppMtn**, **ProvRoster**, or **ProvFinance** role.

1. From the main menu select **User Mgmt**. The **User Search** screen displays.

**User Management**

**Add**

To search for a user enter your search criteria and then click the Search button.

First Name:

Last Name:

Login ID:

Role:

Email:

Status:

**Search**

2. Click the **Add** button. The **Add User** screen displays.

**Add User**

[Return to User Mgmt](#)

User Details

First Name:

Last Name:

Login ID:

Email:

Select Roles:

☐ ProvAppMtn ☐ ProvFinance ☐ ProviderMgmt ☐ ProvRoster

[Save](#)

3. Enter the new user's first and last names.
4. In the **Login ID** field, enter the name that the user will use to log into PANDA.
5. In the **Email** field, enter the new user's email address.
6. Click the **ProvAppMtn**, **ProviderMgmt**, **ProvRoster**, or **ProvFinance** role.
7. To add the new user, click the **Save** button. PANDA displays a message that states that the user was saved. The user can now log into PANDA (using *initpass* as their initial password) and perform the tasks permitted by their user role.

**Add User**

[Return to User Mgmt](#) [Active](#) [Inactive](#) [Reset Password](#)

User Details

First Name:

Last Name:

Login ID:

Email:

Select Roles:

☐ ProvAppMtn ☐ ProvFinance ☐ ProviderMgmt ☒ ProvRoster

User was saved.

[Save](#)

8. Click the **Return to User Mgmt** button. The **User Search** screen displays.
9. Click the **Search** button. PANDA lists the new user in the search results.

**User Management**  
Add

To search for a user enter your search criteria and then click the Search button.

First Name:

Last Name:

Login ID:

Role:
All

Email:

Status:
Active

Search

3 user records met the current search criteria.

Select	Last Name	First Name	Login ID	Role	Email	Company
<input type="checkbox"/>	Jones	John	JJones2	ProvAppMtn	jjones@example.com	Example Pre-K
<input type="checkbox"/>	Mouse	Michael	MMouse	ProvRoster	mmouse@example.com	Example Pre-K
<input type="checkbox"/>	Smith	Terry	TSmith2	ProviderMgmt	tsmith@example.com	Example Pre-K

## Editing User Accounts

1. To edit a user account, click the yellow **Select** button next to the user's last name on the **User Search** screen. The **User Details** screen displays in view-only mode.

Add User  
Edit Active Inactive Reset Password Return to User Mgmt

User Details

First Name:
John

Last Name:
Jones

Login ID:
JJones2

Email:
jjones@example.com

Select Roles:
☒ ProvAppMtn
☐ ProvFinance
☐ ProviderMgmt
☐ ProvRoster

2. You can perform the following tasks:

- To terminate the user's access to PANDA, click the **Inactive** button.
- To activate an inactive user, click the **Active** button.
- To reset the user's password to the default initial password, click the **Reset Password** button. PANDA will prompt the user to select a new password at the next login.
- To change the user's name, login ID, email address, or role, click the **Edit** button, make your changes, and then click the **Save** button. PANDA updates the user information.